



DEPARTMENT OF ENERGY
PRINCETON SITE OFFICE
BUSINESS MANAGEMENT PROCEDURE

PROCEDURE 1-21

MODIFICATIONS TO PRIME CONTRACT TERMS AND CONDITIONS

REVISION 1

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ANNUAL REVIEW	
<u>Reviewer</u>	<u>Date</u>
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MODIFICATIONS TO PRIME CONTRACT TERMS AND CONDITIONS

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STOP WORK AUTHORITY: When an unsafe or unhealthy condition or an adverse impact to the environment is observed, all Princeton Site Office (PSO) staff have full authority to stop work. See PSO Procedure 3-11 for implementation.

MODIFICATIONS TO PRIME CONTRACT TERMS AND CONDITIONS

1.0 PURPOSE

To provide a process to revise or change terms and conditions of the prime contract not related to funding.

SCOPE

This procedure applies to all term and condition modifications made to all prime contracts administered by PSO.

3.0 RESPONSIBILITIES AND AUTHORITIES

Respective PSO staff will discuss with the Business Management Team Leader (BMTL) the need to negotiate a change in contract terms and conditions. Once agreement is reached with the BMTL concerning the need for such change, a draft modification will be prepared by the Business Management Team (BMT). The BMTL will assign a team member to prepare a draft mod and co-ordinate its review and obtain the concurrence of the appropriate staff members, if applicable, as follows:

- PSO engineer - Terms and Condition (T&C) changes related to fire/safety;
- PSO engineer - T&C changes related to the environment;
- PSO health physicist - T&C changes related to health physics or industrial hygiene;
- PSO engineer - T&C changes related to facilities to include construction and energy management projects or studies;

PSO legal counsel representative - as deemed appropriate by the BMTL.

PROCEDURES

- A. Congressional and Intergovernmental Affairs are notified, if necessary consistent with DOE Order 1220.1A, Change 1, Paragraph 8h.
- B. The assigned BMT staff person prepares three original copies of the contract modification, which is approved by the BMTL and signed by the PSO Manager (Contracting Officer). The three original copies are transmitted to the appropriate contractor official for approval. For Princeton University (PrUn) / Princeton Plasma Physics Laboratory (PPPL), the modification is approved by the Director of the Office of Research and Project

Administration, or if absent, the Treasurer. The assigned BMT staff member will be responsible to follow up to ensure prompt contractor approval and that two original signed documents are returned to PSO. Once received, both copies of the approved document will be provided to the Financial Specialist (FS).

- C. The FS will prepare the Procurement Request (PR) and Individual Procurement Action Report (IPAR) documents for inter-agency modifications. The FS will forward the PSO approved PR and IPAR documents along with an original contract modification document to CH consistent with Procedure 1-11. For signed PrUn Prime contract modifications the PSO FS will enter the data into the FPDS-NG system.
- D. The FS coordinates distribution of the contract modification to contract holders and makes appropriate distribution to PPPL and external DOE offices as appropriate.

REFERENCES

48 CFR 43.103
48 CFR 43.102
48 CFR 43.105
48 CFR 43.201
48 CFR 43.301
DOE O 1220.1A, Change 1
DOE Acquisition Guide Chapter 5
CH Procurement P&P 04.2C
CH Procurement P&P 05.4A
CH O 1220.1A

DEFINITIONS

BMT	Business Management Team
BMTL	Business Management Team Leader
CH	Chicago Operations Office
CFR	Code of Federal Regulations
DOE	U.S. Department of Energy
FS	Financial Specialist
IPAR	Individual Procurement Action Report
P&P	Policies and Procedures
PPPL	Princeton Plasma Physics Laboratory
PR	Procurement Request
PrUn	Princeton University
PSO	Princeton Site Office
T&C	Terms and Conditions